



## LIMITED LIABILITY COMPANY ANNUAL REPORT FOR THE YEAR \_\_\_\_\_

**Filing Period:** September 1 - November 1 • **Filing Fee:** \$50.00

In accordance with R.I.G.L. 7-16-66 (d), each limited liability company failing or refusing to file its annual report within thirty (30) days after the time prescribed by law (R.I.G.L. 7-16-66 (b&c)) is subject to a penalty fee of \$25.00.

1. ID No.		2. Exact name of the limited liability company			
3. State of Formation		4. Brief description of the character of the business which is actually conducted in Rhode Island			
5. Principal office address		City	State		Zip
<b>6. MAILING ADDRESS OF LIMITED LIABILITY COMPANY AND NAME OR TITLE OF CONTACT PERSON:</b>					
Contact Name			Contact Title		
Street Address		City	State		Zip
<b>7. NAME AND ADDRESS OF EACH MANAGER OF THE LIMITED LIABILITY COMPANY, IF APPLICABLE - DO NOT LIST MEMBERS</b> FILL IN SPACES BEFORE USING ATTACHMENTS ("X" BOX FOR ATTACHMENT) <input type="checkbox"/>					
Manager Name			Manager Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Manager Name			Manager Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
<b>8. RESIDENT AGENT IN RHODE ISLAND - DO NOT ALTER - Changes require filing of Form 642 - R.I.G.L. 7-16-11</b>					
Agent Name			Address		
Address		City		Zip	

This report must be executed by an authorized person pursuant to R.I.G.L. 7-16-66 (b).

File Date \_\_\_\_\_

Check No. \_\_\_\_\_

By: \_\_\_\_\_

FOR SECRETARY OF STATE USE ONLY

Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements, contained herein are true and correct.

Signature of Authorized Person \_\_\_\_\_ Date \_\_\_\_\_

Print or Type Name of Authorized Person \_\_\_\_\_

## INSTRUCTIONS FOR FILING A LIMITED LIABILITY COMPANY ANNUAL REPORT

*To avoid possible delays, please read all instructions carefully before completing the report.*

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**All sections, including the signature and date, must be completed; otherwise, the report will be returned to you.**

The report must be signed and dated. It shall be executed by an authorized person of a domestic limited liability company or by a person with authority to do so under the laws of the state or other jurisdiction of organization of a foreign limited liability company.

Annual Reports are to be filed annually between the first day of September and the first day of November, but in no event should they be submitted for filing more than sixty (60) days prior to the commencement of the filing period. Proof to the satisfaction of the Secretary of State that prior to November 1st the report was deposited in the United States mail in a sealed envelope, properly addressed, with postage prepaid, is deemed to be a compliance of this requirement. Failure to file the report and remit the filing fee may result in revocation of the Certificate of Organization or the Certificate of Registration.

In accordance with R.I.G.L. 7-16-66 (d), each limited liability company failing or refusing to file its annual report within thirty (30) days after the time prescribed by law (R.I.G.L. 7-16-66 (b&c)) is subject to a penalty fee of \$25.00.

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- Section 1.** This section lists the entity identification number. **DO NOT ALTER THIS NUMBER.** Please include this number on your check and refer to it in any correspondence or filings with the Corporations Division.
- Section 2.** This section states the exact name of the limited liability company as it appears on the articles of organization or latest amendment. **DO NOT ALTER THIS SECTION.** If the name has changed, an amendment must be filed with this office. Articles of Amendment forms (Domestic Limited Liability Companies) or Amendment to Application for Registration forms (Foreign Limited Liability Companies) can be obtained by calling 401-222-3040 or logging onto our website at [www.sec.state.ri.us](http://www.sec.state.ri.us).
- Section 3.** The state or other jurisdiction of organization has been pre-printed. If the information is incorrect, please contact this office.
- Section 4.** Provide a brief statement of the character of the business in which the limited liability company is engaged in this state.
- Section 5.** Provide the address of the principal office of the limited liability company.
- Section 6.** Provide the current mailing address and the name or title of a person to whom communications may be directed.
- Section 7.** If applicable, provide the name(s) and address(es) of the limited liability company's manager(s). Attachments must include the identification number of the Limited Liability Company. **DO NOT LIST MEMBERS IN THIS SECTION.**
- Section 8.** The name and address of the limited liability company's resident agent has been pre-printed. **DO NOT ALTER THIS SECTION.** If there has been a change in the name or address of the resident agent, a Statement of Change must be filed with this office. A Statement of Change of Resident Agent/Address form can be obtained by calling 401-222-3040 or logging onto our website at [www.sec.state.ri.us](http://www.sec.state.ri.us).